

DETAILS OF FYE 2001 PROCESSING CALENDAR

DATE	ACTION	DESCRIPTION	RESP. ORG	RESP. PERSON	STATUS
2-Jul	Order Rubber Stamps for FYE and NY Startup	Appropriation Code stamps needed for Control Desk, PCU, & Certifying Officers	CFR	G. Simon	
4-Jul	Holiday- Independence Day				
5-Jul	Begin Updating Bulletins	Review and update PY bulletins for CY	CFR	D. Heacock	
5-Jul	Begin Updating Programming Request by CFR Branch	Review and Update PY programming request for CY.	CFR	D. Heacock	
13-Jul	Issue Bulletin- Closeout of SR's (2)	Establish deadline for entering SR's by CBS	CFR	D. Heacock	
13-Jul	Issue Bulletin- NEMS/NPDMS Cutoff (3)	Establish cutoff for entering data into NEMS/NPDMS. Should be as close to FYE as possible.	CFR	D. Heacock	
13-Jul	Serv I (SEWP) Cutoff for Customers	Last day that SERV I will accept SRs that require commitment, obligation and accrual.	None	None	
17-Jul	Resident Agency Distribution Due in CFG	Resident Agency Distribution Due in CFG	CFG	I. Harris	
20-Jul	Issue Bulletin- Correcting Disbursement Variances (6)	Remind staff to correct all prior month disbursement variances. Action must be completed ASAP.	CFR	D. Heacock	
20-Jul	Issue Bulletin- Awards Cutoff (7)	Establish cutoff for obligating FY00 awards. Memo sent to Incentive Awards Coordinator.	CFR	D. Heacock	
20-Jul	Mechanized File Date	No Comment	None	None	
23-Jul	Mechanized Process Date	No Comment	None	None	
24-Jul	Issue Bulletin- Payroll Split (8)	Estimate payroll split for FYE. Action for CFS/CFR.	CFR	D. Heacock	
24-Jul	Issue Bulletin- Suspension of CWS (9)	Temporary suspension of Compressed Work Schedule for CF staff.	CFR	D. Heacock	
24-Jul	Issue Bulletin- Disbursement Cutoff (10)	Advise CFS of disbursement cutoff date.	CFR	D. Heacock	
24-Jul	Issue Bulletin- FY01 Automated Accrual Schedule (11)	No Comment	CFR	D. Heacock	
24-Jul	Mechanized Reports in CFR	No Comment	None	None	
26-Jul	Issue Bulletin- Grantee Reminder Letter (12)	Grants Office is required to send out reminder letters to grantees for property reporting.	CFR	D. Heacock	
26-Jul	Issue Bulletin- Contractor Reminder Letter (13)	IPO is required to send out reminder letters to contractors for property reporting.	CFR	D. Heacock	
26-Jul	Issue Bulletin- Foreign Payments (14)	Memo to discontinue making foreign payments. Late payments are reviewed by CFR.	CFR	D. Heacock	
26-Jul	Issue Bulletin- AAA Line Items (15)	Memo to review AAA line items. AAA line items are not purged during AFM.	CFR	D. Heacock	
26-Jul	COAD CUTOFF	COAD CUTOFF	None	None	
27-Jul	Issue Bulletin- Memo Adjustment Cutoff (16)	Memo to Center regarding last day to submit memo adjustments.	CFR	D. Heacock	
27-Jul	Issue Bulletin- Supply Cutoff (17)	Memo to establish supply cutoff.	CFR	D. Heacock	
27-Jul	Issue Bulletin- PR Cutoff (18)	Memo to establish cutoff for PR's and ePR's.	CFR	D. Heacock	
30-Jul	Acquisitions PR>\$25K Cutoff	Last day that JA will accept PR's over \$25K.	JA	M. Basta	
30-Jul	SERV F Cutoff for Customers	Last day that SERV F will accept SRs that require Commitment and Obligation in FY01.	None	None	

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31-Jul	Begin Daily Review of 150-01,160-04, & 160-05 Reports for Overcommitments of Allotment and/or Program Authority	Review reports for status of commitments. Notify CFR Chief on any negative amounts signifying an antideficiency.	CFR	G.Simon; M. Macalino; G. Shen	
31-Jul	Review Unliquidated Obligation on Expired Accounts	Any unliquidated obligations on expired accounts should be referred immediately to JA for status and disposition.	CFR/CFS	R. Manila and D. Thomas	
1-Aug	AFM programming Request Draft 1 Due (CFR Branch)	First draft of programming request for annual file maintenance and new year startup is due	CFR	D. Heacock	
2-Aug	Issue Bulletin- Reimbursable Cutoff (20)	Establish cutoff for accepting Reimbursable Agreements for FY00.	CFR	D. Heacock	
2-Aug	Issue Bulletin- FY01 Monthly COAD Cutoff Schedule (21)	Schedule of FY01 monthly COAD cutoff dates.	CFR	D. Heacock	
3-Aug	Issue Bulletin- SF 1081 Cutoff (19)	Establish cutoff for outgoing SF1081.	CFR	D. Heacock	
3-Aug	Last Day to Correct July Disbursement Errors 930	No Comment	None	None	
3-Aug	Review Expiring Funds for Sub-outs and Sub-ins	RMO should review sub-outs and sub-ins for funds sources that are expiring	RMO	R. Lyon	
7-Aug	Review PY00 Unobligated Commitments; Prepare List for Decommitment	CFR coordinates this action w/ RMO. The 34A, 34B, 34C, & 34D reports should be produced on a daily basis throughout the remainder of the year. Efforts in this area will be intensified beginning 9/19. All expiring unobligated commitments which do not have firm guarantees by buyers for award & obligation by 9/30 will be decommitted & made available to RMO. Buyers will be asked to walk through all awards to CFS for obligations on expiring appropriations beginning 9/21.	CFR/RMO	M. Macalino; G. Shen; R. Lyon	
10-Aug	Cutoff for Submitting Memo Adjustments for August B43	No Comment	None	None	
10-Aug	Issue Bulletin- FY02 Resident Agency Processing Schedule (22)	Establish FY02 Resident Agency monthly processing dates.	CFR	D. Heacock	
10-Aug	Issue Bulletin-FY02 Mechanized Distribution Schedule (23)	Establish FY02 Mechanized Distribution monthly processing dates.	CFR	D. Heacock	
10-Aug	Issue Bulletin- FYE01 COAD Cutoff for FACS/AMS (24)	Establish date to cutoff COAD for FACS/AMS alignment.	CFR	D. Heacock	
10-Aug	SERV I (PC) Cutoff for Customers	Last day that SERV I will accept SRs that require commitment, obligation and accrued in FY01	None	None	

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13-Aug	Acquisitions PR \$10K-\$25K Cutoff	Last day that JA will accept PR's between \$10K-\$25K.	JA	M. Basta	
13-Aug	Last Day to submit request for Temporary Adj. In Work Schedule	No Comment	None	None	
15-Aug	Final RMO Memo Adjustments Due in CFR for August	Last day for RMO to submit memo adjustments to CFR	RMO	R. Lyon	
15-Aug	Resident Agency Distribution Due in CFG	No Comment	None	None	
17-Aug	CFR Cutoff for Processing Memo Adjustments for August	Last day CFR can input memo adjustments into FMIS for August	None	None	
17-Aug	Issue Bulletin- FYE Certification Limits (25)	Establish limits for fund certification.	CFR	D. Heacock	
17-Aug	Issue Bulletin- FYE Disbursement Ceiling for 8/2001 (26)	Establish disbursement ceilings for August. CFS cannot exceed limits.	CFR	D. Heacock	
17-Aug	Issue Bulletin- Unaccrued Expiring CBS Documents (27)	Advise CBS that expiring accounts must be fully accrued or deobligated before FYE unless supported by contractual document.	CFR	D. Heacock	
17-Aug	Issue bulletin- Expiring Unobligated Commitments (28)	Memo to buyers to identify commitments that won't be obligated on expiring accounts.	CFR	D. Heacock	
17-Aug	Serv Q Cutoff for Customers (for Commitment and Obligation in FY01)	Last day that SERV Q will accept SRs that require Commitment and Obligation in FY01	None	None	
20-Aug	Mechanized File Date	No Comment	None	None	
20-Aug	Begin Daily Review of Cost in Excess of Obligations (CFR Branch) EZ Report	Ensure that accruals do not exceed obligations. Correct any cost in excess situations.	CFG	P Blancett	
22-Aug	Mechanized Process Date	No Comment	None	None	
22-Aug	Review Disbursement Controls-CFR Branch (EZ Report)	Disbursement activity will be monitored on a daily basis	CFR/CFG/CFS	Branch Chiefs	
23-Aug	Mechanized Reports Due in CFR	No Comment	None	None	
24-Aug	Issue Bulletin- Simultaneous Commits & Obligation (Batch Processing) (29)	Cease using transaction codes that simultaneously commit and obligate without first checking funds availability	CFR	D. Heacock	
24-Aug	Final AFM Programming Request Due	Final AFM Programming Request due. Review by CFR Chief and CF Chief.	CFR	D. Heacock	
27-Aug	Start Suspension of CWS	CWS(Compressed Work Schedules)	None	None	
28-Aug	COAD CUTOFF	COAD CUTOFF	None	None	
29-Aug	Begin COAD Daily Runs	No Comment	None	None	
29-Aug	Review Status of 504/506 Recon.	Review Status of 504/506 Recon.	CFR	D. Heacock	
30-Aug	Issue Bulletin- Cutoff for Accruals and Deposits (30)	Establish last day to enter accruals or make deposits	CFR	D. Heacock	
30-Aug	ISSUE FINAL COPY OF AFM PROGRAMMING REQUEST TO JT	Issue Final Copy of AFM and New Year Startup Programming Request to JT	CFR	D. Heacock	
31-Aug	Issue Bulletin-Batch Processing Instructions (32)	Batch coding instructions on handling FY00 and FY01 batches	CFR	D. Heacock	
31-Aug	SERV A Cutoff for Customers	Last day that SERV A will accept SRs that require Commit and Oblig in FY01.	None	None	
31-Aug	SERV E Cutoff for Customers	Last day that SERV E will accept SRs that require Commit & Oblig in FY01.	None	None	
31-Aug	SERV I Cutoff for Customers	Last day that SERV I will accept SRs that require Commit & Oblig in FY01	None	None	
31-Aug	SERV M Cutoff for Customers	Last day that SERV M will accept SRs that require Commit & Oblig in FY01	None	None	

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31-Aug	SERV T Cutoff for Customers	Last day that SERV T will accept SRs that require Commit & Oblig in FY01	None	None	
31-Aug	Cutoff for Updating AAA Line Items by CFS	CFS review all "AAA" line items to prevent from deleting leveled purchase order line items that are still open during annual file maintenance.	CFS	D. Thomas	
31-Aug	Acquisitions PR< \$10,000.00	Last day that JA will accept PR's less than \$10,000.00	JA	M. Basta	
3-Sep	HOLIDAY - Labor Day				
4-Sep	Cutoff for Submitting CBS Unaccrued Obligations Memo to CFG	CBS must submit a list of obligations that are to remain unaccrued or else CFR will deobligate	CBS	CBS Managers	
4-Sep	IMS Distro in COAD	No Comment	None	None	
4-Sep	Reports: Bal. and Daily List	No Comment	None	None	
5-Sep	Last day to accept Memo Adjustments from Directorates	Last day CFR will accept memo adjustments.	Directorates	SA's/TA's	
5-Sep	Deobligate CBS Unaccrued Obligations on Expiring Funds	No Comment	None	None	
5-Sep	Reports: Bal. and Daily List				
6-Sep	Issue Bulletin- Disbursement Ceiling for Sep. 2001 (35)	Establish disbursement ceiling for September	CFR	D. Heacock	
6-Sep	CBS, Aug Bankcard Statements due	No Comment	None	None	
6-Sep	Report: Bal. And Daily List				
7-Sep	First IMS Run for September	No Comment	None	None	
7-Sep	Cutoff for Submitting Travel orders per RMO	No Comment	RMO	D. Selby	
7-Sep	Cutoff for FY01 Awards.	No Comment	JH	G. James	
7-Sep	Cutoff for accepting Reimbursable Agreements in FMD for obligations in FY01.	Cutoff for accepting Reimbursable Agreements in FMD for obligation in FY01	None	None	
7-Sep	Reports: Bal. and Daily List				
8-Sep	Weekly Processing	No Comment	None	None	
8-Sep	IMS Special Run	No Comment	None	None	
8-Sep	RMO Mechanized Distribution List	No Comment	None	None	
8-Sep	Reports: Bal. and Daily List				
10-Sep	PCU cutoff for PRs and ePRs	Cutoff for accepting PRs and ePRs by PCU	None	None	
10-Sep	August Bankcard Statements Due to CFS	Bankcard Statement of Accounts are due to CFS for payments	CFS	D. Snow	
10-Sep	CFG Fully Accrue C/A Activity for IMS Distro	No Comment	None	None	
10-Sep	Reports: Bal. and Daily List				
11-Sep	Cutoff for Outgoing SF1081 Bills	No Comment	None	None	
11-Sep	Estimated Expiring Obligations on Bankcards due to CFS	No Comment	None	None	
11-Sep	Cutoff for submitting Expiring Unobligated Commitments by Procurement.	No Comments	None	None	
11-Sep	Reports: Bal. and Daily List				
12-Sep	Open JO for Unused Leave	CFS will record the liability for Accrued Annual Leave & prepare JV G0666A V0666A for the General Ledger 9/30/01	CFG/CFS	P. Fluegemann and B. Davis	
12-Sep	Cutoff for Sept. Memo Processing, Due date+5 workdays	No Comment	None	None	

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DATE	ACTION	DESCRIPTION	RESP. ORG	RESP. PERSON	STATUS
12-Sep	Reports: Bal. and Daily List				
13-Sep	Run Workforce Reports	No Comment	None	None	
13-Sep	Decommit PY00 Unobligated Commitments	UPN 992 and 997 will not be recommitted. Impacts bankcards. UPN 994/998 for prior PY will be decommitted and recommitted in current PY. CY-2 unobligated commitments will be permanently decommitted.	CFR/CFS	M. Macalino and D. Thomas	
13-Sep	Verify that Payroll, Manpower, and COAD are in Agreement (5)	Verify the available balance for payroll (Uncommitted Allotments). Review the remaining payrolls for the rest of the FY. CFS submits a 6C3 level and prepares the JV. Funds are issued only on a 504 document. Workforce and payroll must be	CFR/CFS	M. Solanoy and D. Thomas	
13-Sep	Reports: Bal. and Daily List				
14-Sep	Issue Bulletin-FY02 CBS Processing (36)	No Comment	CFR	D. Heacock	
14-Sep	Final RMO Memo Adjustment Due in CFR for September	No Comment	RMO	R. Lyon	
14-Sep	CFS issue split year/FY2002 Travel Memo	No Comment	CFS	D. Thomas	
14-Sep	Cutoff for Accruals in C/A ("K" JO's)	No Comment	CFG	B.Davis	
14-Sep	Cutoff for Chargebacks, Processing SR's in COAD	No Comment	CFG	B. Davis	
14-Sep	Reports: Bal. and Daily List				
15-Sep	Weekly Processing	No Comment	None	None	
15-Sep	Reports: Bal. and Daily List				
17-Sep	Input Payroll Split by CFS	No Comment	CFS	D. Thomas	
17-Sep	Reports: Bal. and Daily List				
18-Sep	All payments due in Certifying Office by 9:30 AM	No Comment	CFS	D. Thomas	
18-Sep	Start preparing SF224 and Disbursement Variance Reports	Disbursement Variances need to be corrected ASAP	CFR	L. Pham	
18-Sep	ECS Transmission for ACH/TPS	No Comment	CFS	D. Thomas	
18-Sep	Reports: Bal. and Daily List				
19-Sep	Cutoff for Disbursement/Final Transmission to Treasury	No Comment	None	None	
19-Sep	Reports: Bal. and Daily List				
20-Sep	Reports: Bal. and Daily List				
21-Sep	Issue Bulletin -Deletion of Completed Contracts on Closed Appropriation. (37)	These contracts must be completely leveled on all lines before they are removed.	CFR	D. Heacock	
21-Sep	Issue Bulletin -Procurement Control Unit (PCU) Funds Validation Walk-thru Hours. (38)	The PCU hours for validating funds on walk-thru transactions are bet. 9:00am to 11:30am and 1:00pm to 2:45pm	CFR	D. Heacock	
21-Sep	Review Status of Accountability Report Checklist Items	No Comment	None	None	
21-Sep	Run Final IMS Distro	No Comment	None	None	
21-Sep	Run Preliminary Highlight Report	No Comment	CFR	L. Pham	

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DATE	ACTION	DESCRIPTION	RESP. ORG	RESP. PERSON	STATUS
21-Sep	Last Day for CBS Adjustments in FMIS	No Comment	None	None	
21-Sep	Reports: Bal. and Daily List				
22-Sep	Weekly Processing	No Comment	None	None	
22-Sep	Final IMS Distro in COAD	No Comment	None	None	
22-Sep	Run IMS Roll Up	No Comment	None	None	
22-Sep	End of PP#20	No Comment	None	None	
22-Sep	Reports: Bal. and Daily List				
24-Sep	Turn off Travel Input to COAD	No Comment None	None	None	
24-Sep	Ensure all Disbursement Variances are corrected immediately	SF224 and Disbursement Variance Reports will be updated every other day starting the 24th C168of September	CFR	L. Pham	
24-Sep	Review all Outstanding Obligations (FMM 9040)	FMM 9390 Center Fiscal Year-End Accounting and Reporting Requirements	CFR	D. Heacock	
24-Sep	Review all Unobligated Commitments (FMM 9030)	FMM 9390 Center Fiscal Year-End Accounting and Reporting Requirements	CFR	D. Heacock	
24-Sep	Run Auto accruals	No Comment	None	None	
24-Sep	Reports: Bal. and Daily List				
25-Sep	Review Disbursement Controls-(EZ Report)	No Comment	None	None	
25-Sep	Clean Up Prior Year C/A Activity	There should be no negative amounts or prior year activities in the Carrier Account	CFR	G. Shen	
25-Sep	Auto accruals in COAD	No Comment	None	None	
25-Sep	Reports: Bal. and Daily List				
26-Sep	Cutoff for Supply/ASMS	No Comment	None	R. Lyon	
26-Sep	Reports: Bal. and Daily List				
27-Sep	Issue Bulletin -Job Order Processing (40)	Guidance for Job Order Processing for Fiscal Year-End and Startup	CFR	D. Heacock	
27-Sep	Obtain from RMO List of C/A Decommits not to be Recommitted	No Comment	RMO	R. Lyon	
27-Sep	Run Final Highlights Reports	No Comment	CFR	L. Pham	
27-Sep	Phone HQ w/Disbursement balance	No Comment	CFR	R. Manila	
27-Sep	Reports: Bal. and Daily List				
28-Sep	Cutoff for NEMS, NPDMS	No Comment	None	None	
28-Sep	Cutoff for Accruals	No Comment	None	None	
28-Sep	Cutoff for Deposits	No Comment	None	None	
28-Sep	Final for Supply/ASMS	No Comment	None	None	
28-Sep	Verify Payroll Disbursement for FY01 is Confirmed on SF224	Do not disburse final FY01 payroll in COAD unless confirmed on the Final SF224 Report.	CFS	D. Thomas	
28-Sep	Transfer Uncollected C/A Refunds to k0622	A/R moves all activities in prior year FS 9 K0622 to current year (expired funds on Signal Code 5 Report to Account 1150 Misc. Receipt- expired M Account. Cylinder deposit refunds are moved forward manually). Must be done by FYE cutoff.	CFR	I. Harris	
28-Sep	Cutoff for all Obligations at 10:00am	No Comment	CFR/CFS	D. Heacock and D. Thomas	
28-Sep	Reports: Bal. and Daily List				
29-Sep	Batch Date 9/31				
29-Sep	Close all FS 34/35 Job Orders	No Comment	None	None	

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DATE	ACTION	DESCRIPTION	RESP. ORG	RESP. PERSON	STATUS
29-Sep	Final Store Stock Issues Updated in COAD	No Comment	None	None	
29-Sep	Reports: Bal. and Daily List				
1-Oct	Batch Date 9/32				
1-Oct	Submit Highlight Report to HQ	FMM 9390 Center Fiscal Year-End Accounting and Reporting Requirements	CFR	L. Pham	
1-Oct	Decommit Unobligated PY01 C/A Commitments	No Comment	CFR	G. Shen	
1-Oct	Load COAD to RAMS	No Comment	JT	JT	
1-Oct	CFS Deobligates Unliquidated Oblig on Closed Appropriations	No Comment	CFA	D. Thomas	
1-Oct	Manual C/A Distribution Due from RMO	No Comment	RMO	R. Lyon	
1-Oct	Level IMS Line Items	No Comment	CFR	G. Shen	
1-Oct	Cutoff for FYE01 FACS/AMS	FACS/AMS alignment	CFR	D. Heacock	
2-Oct	BATCH DATE 9/33				
2-Oct	Complete FYE Closing Adjustments	No Comment	CFR	D. Heacock	
2-Oct	Process Workforce Corrections (CFS)	No Comment	None	None	
2-Oct	Prepare Preliminary Accrued Report	No Comment	CFR	G. Shen	
2-Oct	Start preparing SF224 and Disbursement Variance Reports Daily	Ensure all Disbursements Variances are corrected immediately	CFR	L. Pham	
3-Oct	BATCH DATE 9/34				
3-Oct	Cutoff for AMS to Coincide w/FACS	No Comment	None	None	
3-Oct	Finalize Workforce	No Comment	CFR	M. Solanoy	
3-Oct	Submit PAC Report to HQ	FMM 9390 Center Fiscal Year-End Accounting and Reporting Requirements	CFR	G. Shen	
3-Oct	Reverse RMO's Carrier Acct. Adjustments for IMS	No Comment	None	None	
3-Oct	CFS/ROS IPA's Input (CFS to charge Ros for Formerly FS-41 IPA's)	No Comment	None	None	
4-Oct	BATCH DATE 9/30				
4-Oct	TENTATIVE CLOSING OF FY 2001	No Comment	None	None	
4-Oct	Batch R06 (Last Batch)	No Comment	None	None	
5-Oct	Issue Memo- Contingent Liabilities (41)	Requirement for FMM 9391-10. Contact Procurement and Legal Offices for Input.	CFR	D. Heacock	
5-Oct	Submit SF224 Report to HQ	FMM 9390 Center Fiscal Year-End Accounting and Reporting Requirements	CFR	L. Pham	
5-Oct	Submit Electronic SF224 Report to Treasury	FMM 9390 Center Fiscal Year-End Accounting and Reporting Requirements	CFR	L. Pham	
5-Oct	Begin Annual File Maintenance and Move Forwards	No Comment	JT	JT	
5-Oct	Roll Ma>79 to SJO File	No Comment	JT	JT	
5-Oct	C/A Move Forwards				
5-Oct	FY01 Pre-Closing Reports Due	No Comment	None	None	
5-Oct	Validate Pre-Closing Reports	No Comment	CFR	CFR	
6-Oct	Accrued A/L Liability Due from CFS to CFR	No Comment	CFS	D. Thomas	
6-Oct	Workforce Final Processing	No Comment	CFR	M. Solanoy	
8-Oct	HOLIDAY- Columbus Day				
9-Oct	Prepare Annual Certification of Obligations	No Comment	CFR	D. Heacock	

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9-Oct	Perform AFM Reconciliation	No Comment	CFR	CFR	
10-Oct	I V and V Separation	No Comment	None	None	
10-Oct	Please Close I V and V Job Orders	No Comment	None	None	
11-Oct	FISCAL YEAR 2001 - DAY 0	No Comment	None	None	
11-Oct	Complete Chargeups, Post 504/506 Input Budget; Move Forward WHOLD	No Comment	CFR	CFR	
12-Oct	FISCAL YEAR 2002 - Day 1	No Comment			
12-Oct	Input Commitments	No Comment	CFR	M. Macalino	
12-Oct	Input Travel Advances	No Comment	CFS	D. Thomas	
12-Oct	Re-establish C/A Decommits	No Comment	CFR	G. Shen	
12-Oct	Submit FACS Correction to HQ	FMM 9390 Center Fiscal Year-End Accounting and Reporting Requirements	CFR	M. Solanoy	
12-Oct	Submit SEDSA to HQ	FMM 9390 Center Fiscal Year-End Accounting and Reporting Requirements	CFR	J. Vendrell	
12-Oct	Submit Pre-Closing GLAS to HQ	FMM 9390 Center Fiscal Year-End Accounting and Reporting Requirements	CFR	R. Manila	
12-Oct	Submit Cert. of Oblig to HQ (42)	FMM 9390 Center Fiscal Year-End Accounting and Reporting Requirements	CFR	D. Heacock	
12-Oct	Submit Recon. of GL to SF224 to HQ	FMM 9390 Center Fiscal Year-End Accounting and Reporting Requirements	CFR	R. Manila	
13-Oct	FISCAL YEAR 2002 - DAY 2				
13-Oct	Input C, O and A	No Comment	None	None	
13-Oct	Input Programmatic Changes	No Comment	CFR	CFR	
15-Oct	FISCAL YEAR 2002 - Day 3				
15-Oct	Regular Daily COAD Processing and Error Corrections	No Comment	None	None	
15-Oct	Update PY02 FS and MA Table	No Comment	JT	JT	
16-Oct	FISCAL YEAR 2002 NORMAL PROCESSING BEGINS	No Comment	None	None	
16-Oct	Submit Report on Receivables Due from the Public to HQ	FMM 9390 Center Fiscal Year-End Accounting and Reporting Requirements	CFR	I. Harris	
16-Oct	Resident Agency Distribution Due in CFG	No Comment	None	None	
16-Oct	Input PP#20 and reverse Payroll Estimate at CFS	No Comment	None	M. Solanoy and D. Thomas	
17-Oct	Freeze PY01 IMS Formulas	No Comment	JT	JT	
17-Oct	Post Closing GL Trial Balance	No Comment	CFR	R. Manila	
17-Oct	Recommit 3X C/A Transactions	No Comment	CFR	G. Shen	
18-Oct	Check for NSMS Fallouts	No Comment	CFR	M. Torres	
19-Oct	Submit Post- Closing GLAS to HQ	FMM 9390 Center Fiscal Year-End Accounting and Reporting Requirements	CFR	R. Manila	
20-Oct	END- Suspension of Compressed Work Schedules	No Comment	None	None	
22-Oct	Review Status of Accountability Report Checklist Items	No Comment	CFR	D. Heacock	
22-Oct	Submit Closed Account Obligation Report to HQ	FMM 9390 Center Fiscal Year-End Accounting and Reporting Requirements	CFR	R. Manila	
26-Oct	COAD CUTOFF	No Comment	None	None	
31-Oct	Submit Reconciliation of Costs to Obligations Report to HQ	FMM 9390 Center Fiscal Year-End Accounting and Reporting Requirements	CFR	R. Manila	
31-Oct	Submit International Transactions of the Federal Gov't, SF13 Report to HQ	FMM 9390 Center Fiscal Year-End Accounting and Reporting Requirements	CFR	R. Manila	

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31-Oct	Due Date - NF1018 Report from Contractors	No Comment	None	None	
31-Oct	Due Date - Annual Listing Report from Grantees	No Comment	None	None	